



## **News to Use Special Edition June 2006**

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### **Special Edition**

This special edition of *News to Use* focuses on policy and upcoming professional development opportunities, including the KYAE "Regional Technology Conferences," a new approach to AERIN and technology-related training (see below).

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### **Revised policy manual**

The [2006-07 KYAE Policy and Procedure Manual](#) is posted on KYAE's Web site. An accompanying document, [Summary of Major Changes](#), is also posted. KYAE is appreciative of all adult educator input on and assistance with policy development during the past few months.

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### **Regional technology conferences**

**Save these dates!** KYAE will host regional technology conferences in July and August. The conferences will focus on PDtrack, PLATO, WIN/WorkKeys and LiteracyLink. Annual AERIN training for new and current users will be part of

the conference. Adult educators will also have the opportunity to brush up on basic computer skills in the KYAE SkillMobile.

Sessions are scheduled for convenience and to minimize travel costs by eliminating an overnight stay. Breakfast and lunch will be provided. Details on the agenda, registration and PDUs will be provided at a later date.

For more information, contact Erika Larson at (502) 573-5114, ext. 104, or [Erika.Larson@ky.gov](mailto:Erika.Larson@ky.gov).

- July 31 and August 1 – Madisonville Community College
- August 2 and 3 – Elizabethtown Community College
- August 9 and 10 – Somerset Center for Rural Development
- August 15 and 16 – Hazard Community College
- August 28 and 29 – Clay Community Center, Mt. Sterling

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## **PD Planning for Progress**

In response to requests from program directors, KYAE has designed a workshop, “PD Planning for Progress: What Every Program Director Needs to Know,” to help strengthen program operations through professional development planning.

Designed for program directors and supervisors responsible for administering professional development, the workshop will focus on using data to identify student needs, review staff competencies and identify gaps in performance. In addition, the workshop will offer a refresher on PDtrack features, new instructor specialty tracks and the variety of self-directed activities that experienced instructors may opt to use.

All sessions are 9 a.m.-4 p.m. and provide one PDU. Dates and locations follow. Register now in [PDtrack](#).

### **July 14**

Madisonville Community College Main Campus  
John H Grey Building, Room 237  
2000 College Drive  
Class size limited to 20

**July 25**

Kentucky Adult Education, Frankfort  
1024 Capital Center Drive  
Conference Room A

**August 18**

Memorial Education Center, Somerset  
222 Langdon St  
Park in lower lot, enter through front door, and request computer lab at sign-in.  
Class size limited to 30

**August 31**

MSU at West Liberty Adult Education and Career Center, West Liberty  
Classroom 208 (A.M.) Computer Lab 102 (P.M.)  
155 University Drive  
Class size limited to 25

**September 22**

KCTCS System Office, Versailles  
Conference Room 102A (A.M.) and Computer Lab (P.M.)  
300 North Main St.  
Class size limited to 20

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**Learn about learning disabilities**

The Learning Disabilities Association of Kentucky Inc. is sponsoring a seminar with Dr. Richard Cooper and Dr. Laura Weisel, authorities on learning disabilities, on August 8 in the Spectrum Center Auditorium (old Male High School), Louisville.

Dr. Cooper will present "Structured Learning for the Unstructured" from 9 a.m.-noon. Dr. Weisel's presentation on "Managing Emotional Issues of Individuals with Learning Differences," will be from 2-5 p.m.

Adult educators may earn a total of one PDU for attending both sessions. Registration is \$60. For registration information, contact Tim Woods, executive director, at (502) 473-1256.

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## Using PDtrack to register

To register for KYAE workshops, go to [PDtrack](#) and select the workshop you want to attend and add it to your cart. Then check out your cart. **You do not need to create a PD plan in order to register.** Once you complete the workshop, the credit will appear on your PD history.

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## KYAE Web reorganization

Check out changes in KYAE's [Web site](#). While the site's appearance has been maintained, numerous changes have been made in the flow and organization of content. The major change is the organization of information under three main headings – Student, Employer and Educator – located on the left-hand navigational buttons.

Due to changes, you may need to update your KYAE bookmark/favorites to [www.kyae.ky.gov](http://www.kyae.ky.gov). Please familiarize yourself with the site. If there's something you normally use but can't find due to the reorganization, contact [Melissa.Wireman@ky.gov](mailto:Melissa.Wireman@ky.gov) for assistance.

Under the Educator link, providers will find professional development, PDtrack, educator-related GED information, forms, resources and AERIN information. Access to AERIN and PDtrack is also available on the homepage ("Related Content box"). Be sure to explore the new Resources page, which contains a wide variety of Web-based curricula, tips, research, statistics and much, much more. If you have a resource to share with other adult educators, please forward it to [Melissa.Wireman@ky.gov](mailto:Melissa.Wireman@ky.gov).

Students will have quick access to GED information, preparing for college and information on how to get a better job. Employers can locate details regarding the Kentucky Employability Certificate, Kentucky Manufacturing Skills Standards, workplace essential skills and SkillMobiles by clicking on the Employers button.

Thanks to KYAE staff members Melissa Wireman for the updated content and organization and to Toni Quire for the design, appearance and technical expertise.

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